

## COMPLIANCE REPORT

Rev.01/10

### **APPROVAL OF THE COMPLIANCE REPORT IS NEEDED BEFORE A BUILDING PERMIT APPLICATION IS SUBMITTED TO THE CODE ENFORCEMENT OFFICE.**

Before signing plats, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three-ring leaf binder shall be submitted to the Planning Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

**If you are an individual homeowner, and not being assisted by your own professional, please ask us to assist you.**

**The Compliance Report shall contain the following sections and information.**

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**Section 1** Copy of Resolution adopted by the Board

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**Section 2** Using the numbering format of the Resolution, respond to each condition:  
Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution)

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**Section 3** Provide a copy of the following documents in the Compliance Report binders. **If an item does not apply to you, state that it is not applicable and why.** in order to ensure you address each item requested:

- a) Engineer's Cost Estimate (signed and sealed)
- b) NJDOT Permits
- c) Road Opening Permit and Driveway Access Permit
- d) Approval from the Soil Conservation District (approval/no interest letter required)
- e) NJDEP permit for wetlands Permit
- f) NJDEP Stream Encroachment Permit
- g) NJDEP General Permits
- h) Other NJDEP permits, as required
- i) Approval from the Sewage Authority/TWA Permit (approval/no interest letter required)
- j) Approval of Sewer Coordinator (located in Engineering Department)
- k) Somerset County Planning Board Approval (approval/no interest letter required)
- l) Board of Health Approval (Confirming full compliance of plans with the Resolution)
- m) Fire Official and Local Fire Chief Approvals (Confirming full compliance of plans with the Resolution)
- n) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law – (if applicable)
- o) Township Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s) – (if applicable)
- p) Will-serve letters from the water company and gas company (approval/no interest letter required)
- q) Letter from the Finance Department confirming escrow balance is current (required w/each submission)

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**Section 4** Three (3) full sets of plans accompanying the Report binders (one for each Report). The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans.  
**Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

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### **Processing Procedure**

The Compliance Reports are to be submitted to the Planning Department which will direct the Reports to the Engineer and Planner. Documents that require Township Attorney and/or Board Attorney approval must be sent by the applicant directly to the appropriate attorney (contact list attached). When the professionals are satisfied that all conditions have been met, they will so advise the Planning Department. A Developer's Agreement may be required, which will be determined by the Township Engineer. The Planning Department will advise the Engineer, Chairman, Secretary and applicant that the plans are ready for signature. When the plans are signed, the Planning Department will distribute the signed plans and other documents as follows:

- 3 sets to the Engineering Department with 1 copy of the COMPLIANCE REPORT
- 1 set to the Construction Department with 1 copy to approving Resolution
- 2 sets to the Planning Department with 1 copy of the COMPLIANCE REPORT
- 3 sets to the Applicant

**NOTE:** If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating. **UPON RECEIPT OF THE SIGNED SETS OF PLANS AND/OR EXECUTED PERFORMANCE BOND WITH EXECUTED DEVELOPER'S AGREEMENT, THE APPLICANT MAY ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEERING DEPT AND/OR SUBMIT A BUILDING PERMIT APPLICATION TO THE CODE ENFORCEMENT OFFICE.**

Compliance Report is prepared by: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

# CONTACT LIST

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## **TOWNSHIP ATTORNEY:**

William B. Savo, Esq.  
SAVO, MAURO, CAMERINO & GRANT, PA  
77 North Bridge Street  
Somerville, NJ 08876  
(908) 526-0707

## **PLANNING BOARD ATTORNEY:**

Thomas F. Collins, Jr., Esq.  
VOGEL, CHAIT, COLLINS & SCHNEIDER, PC  
25 Lindsley Drive, Suite 200  
Morristown, NJ 07960-4454  
(973) 538-3800

## **ZONING BOARD OF ADJUSTMENT ATTORNEY:**

Lawrence A. Vastola, Esq.  
VASTOLA, FACKELMAN, SULLIVAN & SPENGLER  
The Atrium At Middlesex  
495 Union Avenue  
PO Box 7  
Middlesex, NJ 08846  
(732) 560-0888

## **MISC. CONTACTS:**

### **Somerset County Planning Board**

20 Grove Street  
PO Box 3000  
Somerville, NJ 08876-1262  
908/231-7021

### **Somerset – Union Conservation District**

Somerset County 4-H Center  
308 Milltown Road  
Bridgewater, NJ 08807  
908/526-2701

### **Sewer**

Somerset-Raritan Valley Sewerage Authority  
Polhemus Lane  
PO Box 6400  
Bridgewater, NJ 08807  
732/469-0593

Bridgewater Township – Engineering Department  
Attn: Leroy Klouser, Sewer Coordinator  
100 Commons Way  
Bridgewater, NJ 08807

### **Water Company**

New Jersey American Water  
1341 North Avenue  
Plainfield, NJ 07062  
908/791-3477 (Developer Services)  
[www.njawater.com](http://www.njawater.com)

### **Gas/Electric Company**

PSE&G  
472 Weston Canal Road  
Somerset, NJ 08873  
800/782-0067

## **MUNICIPAL CLERK:**

Linda Doyle, RMC  
Bridgewater Township  
100 Commons Way  
Bridgewater, NJ 08807

## **PLANNING BOARD (names/titles for signature block):**

- 1) Board Engineer, Robert C. Bogart, PE
- 2) Board Chairman, Alan Fross
- 3) Board Secretary, Scarlett Doyle

## **ZONING BOARD (names/titles for signature block):**

- 1) Board Engineer, Robert C. Bogart, PE
- 2) Board Chairman, William Vornehm
- 3) Board Secretary, James Scott